LAND INFORMATION COMMITTEE MEETING May 09, 2014

Members Present:

Larry Bischoff, Harold Johnson, Ed Nelson, Larry Schraufnagel, Wayne Uttke

Also Present:

Chris Planasch, Joyce Fiacco, Jim Mielke

The Dodge County Land Information Committee meeting was called to order by Acting Chairman Harold Johnson at 8:30 A.M., Room 1A, Dodge County Administration Building, 127 E. Oak Street, Juneau, Wisconsin. Roll call was taken and a quorum verified. It was confirmed that requirements of Wisconsin's Open Meetings law had been met.

Schraufnagel nominated Harold Johnson as Chairman. Nelson motioned to close nominations and cast a unanimous ballot for Johnson. Motion carried. Harold Johnson will serve as Land Information Committee Chairman.

Schraufnagel nominated Larry Bischoff as Vice-Chairman. Nelson motioned to close nominations and cast a unanimous ballot for Bischoff. Motion carried. Larry Bischoff will serve as Land Information Committee Vice-Chairman.

Bischoff nominated Larry Schraufnagel as Secretary. Nelson motioned to close nominations and cast a unanimous ballot for Schraufnagel. Motion carried. Larry Schraufnagel will serve as Land Information Committee Secretary.

The committee discussed and decided to meet at 8:30 AM the second Friday of each month in Room 3A (Room 302), Dodge County Administration Building. Chairman Johnson noted that the committee would not necessarily meet every month unless there was sufficient committee business to discuss. It was decided meeting documentation would be delivered via email to committee members for review prior to the meeting with hard copies available at the meeting to save mailing costs.

There were no committee member reports for meetings attended outside of the regularly scheduled Land Information Committee meeting.

No comments were received from the public regarding committee business.

Minutes from the April 11, 2014 meeting were approved by consensus as only one member remained from the prior committee membership.

Fiacco and Planasch distributed a list of GIS/LIS (Geographic Information System/Land Information System) Acronyms and their meaning to help familiarize the committee with their area of jurisdiction.

Planasch presented the Register of Deeds Revenue Report including the Fee Summary Comparisons from the previous month/last 3 years and a Summary of Fees collected so far in 2014 which reports amounts returned to the State and amounts retained by the County in various revenue accounts. She noted that the number of real estate documents recorded in April (1006) was up 56 from the previous month; down from 1439 in 2013; and down from 1590 recorded in April 2012. She reviewed the running totals for the year to date and suggested the low numbers were possibly due to the harsh winter

and legislative changes. No committee action was required. She noted that the transfer tax amounts for both the state (80%) and county (20%) were up significantly in April due to several large property transfers including one sale totaling \$32,000,000 having a \$107,175 transfer tax. She distributed the 1st Quarter Revenue and Expenditure Report noting that budgeted revenues were behind anticipated levels.

Planasch and Fiacco presented an explanation of Wisconsin Land Information Program (WLIP) funding and how fees collected for each real estate document recorded are distributed to support land records modernization and operations.

Planasch presented the Register of Deeds Activity Report. She reported that all real estate microfilm volumes have been converted; noting that once the index is created for them, they would be available on-line. Volume 307 to Volume 448 of paper documents have been verified with the imaging index to enable continued creation of an abbreviated index in LandLink so documents would be available on-line through the LandShark application. Planasch reported that funds left from the redaction project would be used to complete conversion of the remaining 52 paper mortgage volumes with 204 paper volumes (Vol. 413 thru 230) of mortgage records already converted. Final cleanup of incomplete records will continue as time permitted to finish the project to compare birth records to the index (1877-1883). Several questions were asked regarding retention of paper originals and long-term storage of converted documents. Staff is keeping up with new recordings. There are 12 subscriptions (no increase), 134 (no increase) escrow accounts, and 1796 self-registered accounts in LandShark. No committee action was required.

Planasch provided explanation of the TriMin Land Records System modules used by her office to provide electronic access to records and for electronic recording. She also explained the role of her office with Vital Records and provided an explanation of the State Vital Records system. She reported that the microfilm scanner/reader formerly used in her office was now being utilized by the Sheriff's Department for their imaging needs. She distributed a map of Wisconsin displaying the prevalence of online records by county. Currently, six counties do not have online access to their records; twenty-three have records available online; and forty-three, including Dodge County, have their records available online and also support electronic recording.

Fiacco presented the Revenue Report for the Land Resources and Parks, Land Information Division business units. She distributed the 1st Quarter Revenue and Expenditure Report noting that budgeted revenues were behind anticipated levels in the Land Information Office business units. No committee action was required.

Fiacco distributed copies of the Department of Administration's 2013 Wisconsin Land Information Program (WLIP) Report, highlighting how WLIP funds to counties have and continue to support local efforts to modernize land records. She also distributed and reviewed a Summary of WLIP Revenues specific to Dodge County from Retained Fees and Grants from October 1, 1990, when the Program was initiated, through April 30, 2014.

For awareness of the Committee's four new members, Fiacco distributed copies of the annual letter sent by the committee April 28, 2014 to all Dodge County Towns requesting notification of any road work being planned in 2014 that would destroy, damage or cover a Public Land Survey System (PLSS)

monument. She explained that this information assists county survey staff in maintaining the PLSS and stated that the towns have been very cooperative about complying.

Fiacco presented an update regarding completion of several document conversion (imaging) projects for the County Treasurer and the Property Description Office utilizing WLIP funds. Microfiche images of historic Tax Rolls and Tax Bills were converted to searchable PDF documents for the Treasurer and historic Assessment Rolls and PIN to Computer Number microfiche were converted for Property Description to make these documents more accessible.

Fiacco updated the Committee on progress in selecting a vendor for an integrated Land Information Management System (LIMS) anticipated for implementation in 2015. Vendor demos have been scheduled in May with several on-site visits to other counties to be arranged before the final selection is made. Three responses to the RFP were received.

Fiacco presented the April Activity Report for the Land Information Division of the Land Resources and Parks Department which includes GIS mapping, analysis and services, survey and tax parcel mapping activities, and Property Description operations. She reported that an offer had been extended and accepted for the Survey and Mapping Specialist position with a start date of June 09. Interviews were being arranged to fill an opening in Property Description due to the upcoming retirement of Sue Boda, who was retiring after 37 years of service to the County. Fiacco reported that staff has been actively participating in the selection process for the new integrated Land Information Management System RFP. No committee action was required.

Following a tour of the Register of Deeds Office, the meeting was adjourned at 10:38 A.M by order of the Chair. The next regular meeting will be Friday, June 13, 2014 beginning at 8:30 A.M. in the Third Floor Conference Room, Room 3A, Dodge County Administration Building, 127 E. Oak Street, Juneau, Wisconsin.

Respectfully Submitted,

Larry Schraufnagel,

LS: jjt

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.